

Elk Grove Community Services District Facility Set Up

Equipment Form

To ensure a smoother and successful class or event we ask you to complete this form to request the materials and set-up that you require for your activity. Our staff requires this information to facilitate your needs. Upon your arrival the tables, chairs, and equipment will be waiting for you in your room. **However, clean up for your class or event is not the responsibility of our staff.**

Class/Function: _____

Rm #:____ Site:____ Laguna Town Hall ____ Youth Center ____ EG Rec Center ____ Castello

Date(s) of Request: _____

Time(s) of Request: _____

Contact Person: _____ Phone #: _____

Alternate Contact: _____ Phone #: _____

Equipment Needed: # of Large Chairs: _____ # of Large Tables: _____

of Small Chairs: _____ # of Small Tables: _____

Pre-School Mat: _____

Other: _____

Table/Chair Formation:

